



Position Description

WeedWise Program Specialist/CWMA Coordinator

(Full-time, Hourly)

Announcement Number: WW2018-01

Opening Date: July 20, 2018

Wage Range: \$21.00 per hour

Closing Date: Aug 17, 2018

Location: Oregon City, Oregon

Anticipated Start Date: Oct 1, 2018

Introduction

The WeedWise Program Specialist is a full-time, at-will position subject to the overtime provisions of the Fair Labor Standards Act. The primary work station will be located in Oregon City, Oregon. This position will provide project management to the Clackamas Soil and Water Conservation District's WeedWise Program and will assist with field-based weed control work, outreach efforts, data collection, and administrative tasks.

The WeedWise Program Specialist will assist with our *Priority Weed Control* program initiative. The *Priority Weed Control* initiative involves surveying and documenting priority invasive species, project planning and management, outreach to landowners, and overseeing contracted weed control activities. The successful candidate will also assist the WeedWise Program and Conservation Planning staff with the planning and implementation of additional program activities and initiatives as required.

The WeedWise Program Specialist will also serve as the Coordinator for two Cooperative Weed Management Areas (CWMA), one operating in the greater Portland metropolitan area (4-County CWMA) and one in the Columbia River Gorge (Columbia Gorge CWMA). When acting as CWMA Coordinator the WeedWise Program Specialist will support collaborative weed management partnerships. The CWMA Coordinator is responsible for administration of each CWMA, and will coordinate meetings, trainings, events, and outreach activities.

Weekly tasks will be split between the WeedWise Program and CWMA led activities.

The successful candidate will have experience in project development and management. Tasks will involve working both independently and in a team. Daily work activities will involve direct interaction with land owners and land managers representing a diverse group of public and private interests. Success in this position will require the initiative to work proactively to accomplish the goals of the organizations represented. Attention to detail and careful time management will be necessary to meet the demands of this position.

Scope of Responsibilities

The WeedWise Program Specialist should be proficient in the following areas:

- Native and invasive plant ecology and management

- Project development and management
- Implementation of weed control activities in the field
- Partner collaboration and facilitation
- Public speaking and interpersonal communication
- Time management and scheduling
- Grant writing and management
- Community outreach and education
- GIS/GPS mapping and data collection
- Technical report writing
- Ability to operate a motor vehicle and maintain a clean driving record
- Website management and development
- Working independently and as a part of a team

Duties and Functions

The WeedWise Program Specialist will perform the following duties and functions:

Project Development and Management: The successful candidate will work with staff from the WeedWise Program to develop weed control projects across Clackamas County. Tasks will involve identifying project sites, developing a management plan and a budget for a site, implementing restoration efforts, coordinating contractors, and documenting activities. The successful candidate must be able to accept direction and work independently.

CWMA Coordination: The successful candidate will serve as the CWMA Coordinator for the 4-County and Columbia Gorge CWMA's. As CWMA Coordinator, the successful candidate will be responsible for the administration of each CWMA, including correspondence with members, updating organizational documents, work plan and project development, facilitation of CWMA meetings and events, development of outreach materials, and administration of CWMA websites.

Carry out invasive species surveys: The successful candidate will assist with weed surveys throughout Clackamas County to document weed infestations and extents. The successful candidate must have familiarity with invasive and native plant species. Duties will include recording information associated with priority species including size, location, percent cover, and distribution.

Public outreach and landowner assistance: The successful candidate will assist the WeedWise Program with landowner education and outreach events, as well as outreach activities associated with weed control efforts implemented through the Priority Weed Control program initiative. Tasks associated with this will include helping with the development of outreach materials, attending outreach events, responding to public inquiries, and contacting landowners to coordinate weed control efforts.

Implementation of weed control activities in the field: The successful candidate will work within the WeedWise Program to implement a variety of weed control efforts throughout Clackamas County. This will include implementation of weed control efforts as part of the *Priority Weed Control* program initiative. Tasks will include overseeing restoration contractors and implementation of weed control activities using Integrated Pest Management practices.

Assist with project reporting, documentation, & writing: The successful candidate will assist with documentation and report writing in support of all WeedWise program activities. This includes assisting in the

documentation of weed control activities and methods employed, preparation of project summaries and reports, and providing regular written summaries of activities.

Work independently and as a part of a team: The successful candidate will work both independently and in conjunction with other District staff. They must be able to operate a motor vehicle and maintain a clean driving record. Careful attention to details without direct oversight will be a critical skill required.

Position Qualifications and Skills

The minimum qualifications for the WeedWise Program Specialist are:

- A Bachelor's degree in biology, ecology, environmental science, weed science, natural resource management, or a related science, **and** three years of comparable experience working for a natural resource organization, agency, or business; **or** five years of comparable experience working for a natural resource organization, agency, or business; **and**
- Experience working with on-the-ground implementation of conservation practices associated with invasive species/native plant management; **and**
- Experience collecting field data and maintaining field notes; **and**
- Experience with public speaking, interpersonal and written communication skills; **and**
- A demonstrated proficiency using personal computers and field based technology; **and**
- Strong project management skills; **and**
- Must have a Public Pesticide Applicator's License, **or** be willing to secure a license within three months of hire date; **and**
- A demonstrated proficiency using Microsoft Office and ESRI ArcGIS; **and**
- The ability to work independently and as part of a team; **and**
- Experience using Adobe Creative Suite and with graphics design is *strongly desired*.
- Experience with WordPress and/or website development and administration is *strongly desired*.

Supervision and Guidance

The WeedWise Program Manager will provide direct oversight of the day to day activities of the WeedWise Program Specialist. All Conservation District staff including the WeedWise Program Specialist is also overseen by the Clackamas Soil and Water Conservation District General Manager under the authority of the Board of Directors.

CWMA Coordinator activities will also be overseen by the Steering Committee for each CWMA, and will follow an established work plan to facilitate yearly planning and coordination between the various organizations.

Working Conditions and Physical Demands

This position will involve working both in the field and in an office setting.

Field work will include working in and around such locations as urban and residential lots; farms and dairies; rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain. The WeedWise Program Specialist must be able to lift and carry materials up to **50 pounds** under field conditions. Activities may occur during inclement weather.

Office work may include operating office equipment such as a computer, fax machine, and copier. This may require sitting and working at a desk for long periods or standing at a table or booth during outreach events.

This position requires occasional travel to field sites, workshops, trainings, and meetings. Travel may be required outside of the normal workday, sometimes overnight for as long as one week. The person in this position is required to have a valid driver's license and a good driving record.

The WeedWise Program Specialist shall perform all duties in a prudent and sensible manner, following established Clackamas Soil and Water Conservation District policies and procedures.

General Information

The Clackamas Soil and Water Conservation District is a special district located in Oregon City, Oregon. The District is a local government entity, governed by an elected board of directors and supported through real property taxes, grants, and contract services. District employees assist Clackamas County residents to appropriately and responsibly use our renewable natural resources, including soil and water.

Compensation

This full-time, non-exempt position is classified by the District as a *Specialist 1*. The starting wage will be up to \$21.00 per hour for this full time position. Employee wages are paid once a month.

Benefits

The District offers a competitive benefits package including: health and dental insurance; employee life insurance; participation in a tax-deferred savings plan funded by employer and employee contributions; sick leave; paid vacation; 10 holiday days a year; and continuing education. More information on benefits can be obtained at the District Office. Employees are employed at will, and new employees are considered to be in training for their first six months of employment.

How to Apply

Applicants must provide a cover letter, resume, and a completed District application form. All application materials are available on our website at <https://conservationdistrict.org> or at the Clackamas Soil and Water Conservation District office. We will accept electronic or regular mailed submissions only. No Faxes will be accepted. All materials must be submitted to the District no later than **4:30PM** on **August 17, 2018**.

Submit your application materials to:

Clackamas Soil and Water Conservation District
ATTN: Samuel Leininger, WeedWise Program Manager
221 Molalla Ave, Suite 102
Oregon City, OR 97045
sleininger@conservationdistrict.org

The Clackamas Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.